

GUIDE FOR COMPLETING SOCIALCARBON® REPORTS

CONTENT

1. Identifying the project
2. Project details
3. Method of applying SOCIALCARBON Methodology
4. Results
5. Historic analyses
6. Prospects

Index

Introductory Notes	3
Identifying the Project	4
General Description of the Project Activity and GHG Emissions Reduction	5
SUMMARY DESCRIPTION OF THE PROJECT	5
PROJECT LOCATION	5
Applying the SOCIALCARBON Methodology	5
SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS OF THE EMISSION REDUCTIONS PROJECT	5
METHOD USED FOR OBTAINING INFORMATION.....	6
ACTORS INVOLVED.....	7
Results.....	8
Analysis of Results	9
PROSPECTS	11
STATUS OF THE PROSPECTS FROM THE LAST VERIFIED SCR	11
PROSPECTS	12

INTRODUCTORY NOTES:

- *The SOCIALCARBON Report sets out information relating to the contribution of a project towards sustainable development, and is an essential part of the process of validation, registration and verification required by SOCIALCARBON Standard. The procedures, eligibility requirements, indicators and guidance on application of SOCIALCARBON methodology are available at www.socialcarbon.org.*
- *The SOCIALCARBON Report contains an analysis of the socio-economic and environmental impact of the project, the indicators applicable to the project in question, and details of the method used to diagnose and monitor social-environmental performance.*
- *The project developer must submit the SOCIALCARBON Report, together with information and evidence attached where necessary, for validation/verification to a third party, to confirm its compliance with the requirements set out in SOCIALCARBON Standard.*
- *Passages of this guide in italics are advice notes for completing the SOCIALCARBON Report, and are not part of the template for the presentation and structure of the document.*

DOCUMENT REVISION VERSION	DESCRIPTION OF THE MAIN CHANGES	DATE OF REVISION
1.0	First Version	19/02/2008
2.0	Adjustments in the document's structure, in the order of sections, and inclusion of the section 3.2. Changes concerning the environmental impacts section, which now is presenting the impacts related to all the activities involved with the enterprise.	19/09/2008
3.0	Layout format Modifications and additional information on the Results Analysis	01/10/2008
3.1	Section 1 - Identifying the Project: "Date for carrying out next diagnostic" has been replaced with "Expiration Date".	15/09/2010
3.2	Section 1 - Identifying the Project "Date of report completion" has been replaced by "Version + Date of report completion". "Expiration Date" has been replaced by "Corresponding Monitoring Report (Carbon Accounting Standard)"	20/04/2011
4.0	<i>Language Correction, Layout Modification, Structure correction</i>	30/09/2013

1. Identifying the Project

Basic Information	
Indicators	<i>Specify the name and version of the indicators used in the diagnostic</i>
Project Name	<i>Must be the same name used in the Project Design Document</i>
Year-Point of Project	<i>Number of Point (Zero, 1, 2, 3...) and corresponding monitoring year (e.g. 2008)</i>
Monitoring period (SOCIALCARBON)	<i>(mm/yyyy) to (mm/yyyy)</i>
Version + Date of report completion	<i>V # (dd/mm/yyyy)</i>
Corresponding Monitoring Report (Carbon Accounting Standard)	<i>MR # (dd/mm/yyyy)</i>
Location	<i>Location where indicators were applied (city/state/country)</i>

Identifying the Project Developer	
Name	<i>Name of the organization developing the project to reduce or capture greenhouse gas emissions</i>
Author(s)	<i>Name of the people involved in the collection of data and/or drawing up of the Socialcarbon Report</i>
Address	<i>Correspondence address for developer</i>
Phone	<i>Contact telephone number for developer</i>
Email	<i>Email address for developer</i>

Identifying the Project Proponent	
Name	<i>Name(s) of the project proponent(s)</i>
Address	<i>Correspondence address for the project proponent(s)</i>
Phone	<i>Contact telephone number for the project proponent(s)</i>
Email	<i>Email address for project proponent(s)</i>

2. General Description of the Project Activity and GHG Emissions Reduction

2.1. Summary Description of Project

The summary of the project refers to a brief description of the project origins, developing process, activity, goals and the way to achieve these. This section aims to present the readers basic information on the emission reductions project, and it shall contain, minimally:

- *General characterization of project*
- *Start date of project activities*
- *Brief description of the planning and implementation phases of the project*

2.2. Project Location

Indicate the project location and geographic boundaries (if applicable). Maps are welcome.

3. Applying the SOCIALCARBON Methodology

3.1. Social, economic and environmental impacts of the emission reductions project

The social, environmental and economic impacts shall approach the relevant impacts of the GHG emission reductions project. Activities and impacts under the evaluation of the SOCIALCARBON Methodology are supposed to accomplish one or more of the criteria described below:

- *Being controlled totally or partially by the organization responsible for the Project.*
- *Showing evidences of its relation with the Project.*
- *Showing evidences of the project's influence over the activities.*
- *Being a result, directly or indirectly, of the project, in a clear and demonstrated way.*

If required by the competent national authorities, documents relating to an analysis of the environmental impacts of the project should be listed, and attached to this report.

In the absence of specific documentation, the description of the socio-economic and environmental impacts of the project activity does not require new research, but must be

based on other sources of existing information, for example: reports, results of stakeholder consultation, similar projects and specialist opinion.

3.2. Method used for obtaining information

Please include:

- *Explanation of the method used to collect information for the SOCIALCARBON Methodology indicators (ex. Interviews, questionnaires, visits, and other possible assessment methods).*

Application of the indicators may involve:

1. **Interviews:** *Key informants are interviewed in a semi-structured form, aiming to indirectly obtain information about the six resources approached by the methodology.*
2. **Questionnaires:** *Questionnaires may be applied by qualified personnel to involved community members as well as to key informants of the organization in order to collect information.*
3. **Working groups:** *Participatory stakeholder meetings with representatives of the organization and/or community members involved in the project. The meeting is coordinated by a responsible professional, who must orient participants to discuss the indicators.*

The organization responsible for carrying out the initial assessment may select a single method of application or combine them. Using more than one method allows for a more comprehensive analysis of the project's current situation. The results of the survey must be registered, compiled and assessed, according to each indicator.

Other methods for applying indicators are subject to approval by the SOCIALCARBON Team.

3.3. Actors involved

Please include:

- *Description of the process for identifying stakeholders involved in the process. Ex: key representatives of the organization responsible for project, members of the community, others.*
- *List of people and organizations that provided information for the report.*

Table 1 - Example: List of participants interviewed

<i>List of Participants</i>		
<i>Name</i>		<i>Duties/Job Title</i>

4. Results

The following orientations must be used to complete items 4.1 to 4.6:

Please specify, using the template below:

- Name of indicator assessed
- Description of indicator
- Comments on the current situation of the project
- Score obtained (1 to 6)

Example:

1. Diversity: Evaluates the employment opportunities provided by the ceramic industry to historically excluded social groups, such as: women, ex-convicts, the elderly, the indigenous, the illiterate and the disabled.													
Comments:													
		<table border="1"> <thead> <tr> <th>Excluded social groups</th> <th>Number of workers</th> </tr> </thead> <tbody> <tr> <td>Women employees</td> <td>16</td> </tr> <tr> <td>Senior employees</td> <td>1</td> </tr> <tr> <td>Disabled employees</td> <td>1</td> </tr> </tbody> </table>		Excluded social groups	Number of workers	Women employees	16	Senior employees	1	Disabled employees	1		
Excluded social groups	Number of workers												
Women employees	16												
Senior employees	1												
Disabled employees	1												
The Ceramic factory has 73 employees; around 25% of the workers are from excluded social groups.													
There are currently no employees at the factory from minority groups and there are no plans to hire minorities.	There are currently no employees from minority groups, but the factory has made plans to hire minorities.	Less than 15% of employees belong to a minority group.	Between 15 ≤ 30% of employees are from minority groups.	More than 30% of employees are from minority groups.	In addition to more than 30% of employees being minorities, the factory presents initiatives or combat forms of discrimination.								
Index: 4 (four)													
Perspective: There are currently no foreseen improvements.													

4.1. Social Resource

4.2. Human Resource

4.3. Financial Resource

4.4. Natural Resource

4.5. Biodiversity/Technology Resource

4.6. Carbon Resource

5. Analysis of Results

As of Point One, each of the 6 resources shall present a summary of a comparative analysis of the Socialcarbon report carried out over the years.

Summary will indicate the scores obtained for each resource on the first line; while the second line will contain a description of the main improvements or downgrades of indicators on each point in comparison to the prior assessments.

Example:

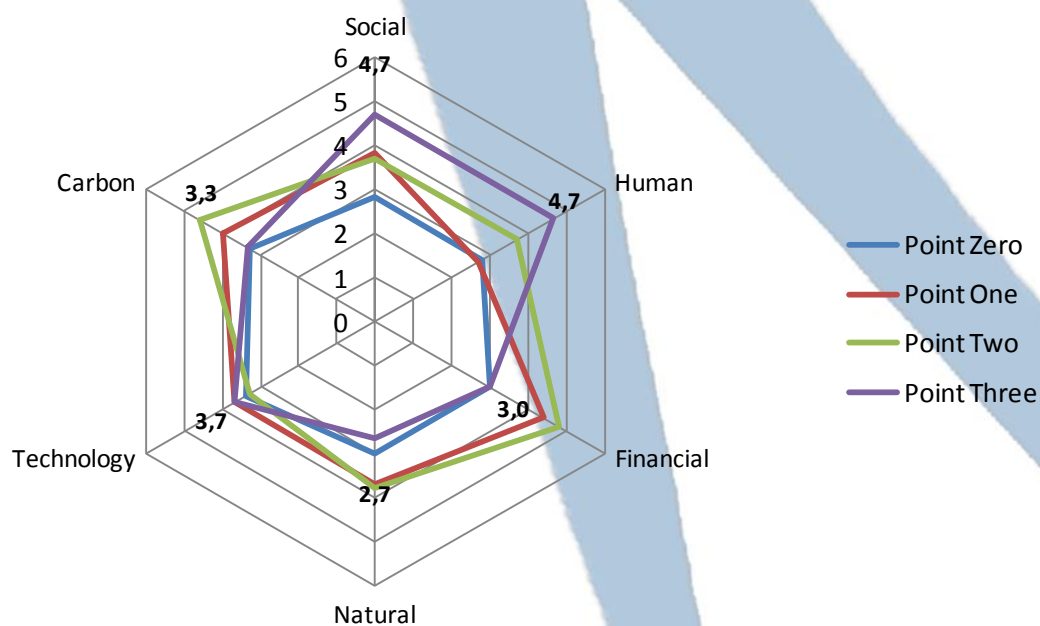
Resource	Point Zero	Point One	Point Two	Point Three
Natural	3.0	3.7	3.8	2.7
<p><u>Historic Analysis of Natural Resources:</u> The Ceramic factory had a “critical” performance, especially for not have an environmental management system and perform just one voluntary environmental initiative, such as a reforestation project by 500,000 eucalyptus trees in the Ceramic owner property. However, the factory accomplishes with the Brazilian environmental legislation. More attention will be given to this resource in the coming years.</p>				

Table presenting historic performance of the Resources:

Resource	Point Zero	Point One	Point Two	Point Three
----------	------------	-----------	-----------	-------------

Social				
<u>Historic Analysis of Social Resources:</u>				
Human				
<u>Historic Analysis of Human Resources:</u>				
Financial				
<u>Historic Analysis of Financial Resources:</u>				
Natural				
<u>Historic Analysis of Natural Resources:</u>				
Biodiversity				
<u>Historic Analysis of Biodiversity Resources:</u>				
Carbon				
<u>Historic Analysis of Natural Resources:</u>				
General Performance				

Graphic of the performance (hexagon), showing the average score obtained for each resource. Each of the “Year Points” (Zero, 1, 2 ...) must be represented on the graphic, for analysis of the evolution of socio-environmental performance.



6. Prospects

6.1. Status of the prospects from the last verified SCR

- Achieved prospects

Resource - Specify the resource	
Indicator	<i>Identify the indicator</i>
Prospect	<i>Describe the prospect from the last verified SCR</i>
Details	<i>Provide details regarding the action implemented.</i>

Example:

SOCIAL RESOURCE	
Indicator	11. Working conditions
Prospect	An entertainment/recreation room will also be constructed and a physiotherapist will be hired to manage the labor gym to improve workers' physical well-being.
Details	<i>The room has been built.</i>

- Not achieved prospects

Resource - Specify the resource	
Indicator	<i>Identify the indicator</i>
Prospect	<i>Describe the prospect from the last verified SCR</i>
Details	<i>Provide details why the prospect was not implemented.</i>
Follow up	<i>Re plan the steps to implement the action proposed.</i>

Example:

SOCIAL RESOURCE	
Indicator	11. Working conditions
Prospect	The entrepreneur intends to build a room to administer lectures and meetings.
Details	The Ceramic factory had no plan for this purpose when the factory was built

Follow up	Auditorium is being built at this time.
-----------	---

6.2. Prospects

Main perspectives identified during the diagnostic, including possible recommendations and goals to be reached, where applicable.

Example:

Human Resource	
Indicator: Health and safety practices	Implement a physical activity to the women employees in the Ceramic factory.
Responsible:	Human resource manager
Timescale:	December, 2014

Social Resource	
Indicator: <i>Identify the indicator which possibly will be affected by the action</i>	<i>Brief description of the action to be carried out, including whether or not specific planning has taken place, and whether resources are available (human and financial) for this purpose.</i>
Responsible	<i>Name of the person with primary responsibility to implement the action</i>
Timescale	<i>Deadline for completion, or timetable for action</i>

Human Resource	
Indicator:	
Responsible:	
Timescale:	

Financial Resource	
Indicator:	
Responsible:	
Timescale:	

Natural Resource	

Indicator:	
Responsible:	
Timescale:	

Biodiversity Resource	
Indicator:	
Responsible:	
Timescale:	

Carbon Resource	
Indicator:	
Responsible:	
Timescale:	